OPNAVINST 5400.45
DNS-33
16 May 2014

OPNAV INSTRUCTION 5400.45

From: Chief of Naval Operations

Subj: STANDARD NAVAL DISTRIBUTION LIST

Ref: (a) Secretary of the Navy and Chief of Naval Operations
           Shore and Fleet Address Listings
       (b) Administrative Organization of the Operating Force of
           the U.S. Navy
       (c) Shore Activities and Detachments under the Command of
           Secretary of the Navy and Chief of Naval Operations
       (d) Index of Standard Navy Distribution List (SNDL) Codes
       (e) OPNAVINST 5400.44A

1. Purpose. To issue the official chain of command for
Secretary of the Navy (SECNAV) and Chief of Naval Operations
(CNO) established commands and detachments, the official command
addresses (including the homeport and permanent duty station
assignments for fleet units), and the single authoritative
source for administrative control command relationships in the
Navy, per references (a) through (d).

2. Background

    a. The Standard Navy Distribution List (SNDL), which
consists of references (a) through (d), is the authoritative
source displaying the administrative chain of command and is
designed to emphasize clarity, simplicity, and reinforce unity
of commands.

    b. The SNDL is composed of four sections. Reference (a) is
the merged shore and fleet activities address listing, and is
comprised of all addresses for SECNAV and CNO established Navy
commands and detachments, as well as information listings for
Department of Defense offices, joint and unified organizations,
Marine Corps activities, other Government agencies, Military
Sealift Command ships, and Navy miscellaneous activities.
Reference (b) is the fleet chain of command listing. Reference
(c) is the shore chain of command listing. Reference (d) is an
index of the SNDL codes.

c. The homeports and permanent duty station assignments of fleet activities are found at reference (a) as part of the address listing (column 16 - "Homeport/Permanent Duty Station").

3. Availability and Access

a. The SNDL is available to personnel throughout the Navy via the Department of the Navy Issuances (DONI) Web site at http://doni.documentservices.dla.mil/sndl.aspx.

b. Reference (a) is maintained in a Microsoft (MS) Access database by Director, Navy Staff, Director of Management, Organization and Management Branch (DNS-33), however, it is provided on the DONI Web site in an MS Excel format as not all Navy commands have the MS Access feature available. Personnel desiring to use it in other formats must convert the MS Excel version. Recommend utilizing the "Find & Select" editing tool of MS Excel to locate command addresses in the database and search on features such as unit identification code, plain language address, or SNDL code.

4. Contact. For SNDL issues, contact DNS-33 at DSN 325-6523 or commercial (202) 685-6523. Mailing address is Chief of Naval Operations (DNS-33), 2000 Navy Pentagon, Washington, DC 20350-2000, and e-mail address is michael.vansickel@navy.mil.

5. Action

a. Effective October 2007, both shore and fleet organization change actions shall be published via Office of the Chief of Naval Operations 5400 notices, under the authority of reference (e).

b. All organizational changes are incorporated automatically in references (a) through (d). Local address changes shall be submitted to DNS-33 via mail or e-mail at the addresses in paragraph 4.

c. When applicable, updates to the SNDL will occur on a monthly basis and be published to the DONI Web site.

6. <u>Records Management</u>. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

S. H. SWIFT
Director, Navy Staff

Distribution:
Electronic only, via Department of the Navy Issuances Web site
http://doni.documentservices.dla.mil